



Our Ref. : (3) PSMB/20/8 Cover 8

Date : 22 July 2019

EMPLOYERS' CIRCULAR 3/2019

REVISION TO THE TIME FRAME FOR SUBMISSION OF TRAINING GRANT AND CLAIM APPLICATIONS

1.0 PURPOSE

- 1.1 The purpose of this Circular is to inform registered employers on the time frame revision to the applications of training grant and submissions of training claim to the Human Resources Development Fund (HRDF). These revisions will enable HRDF to effectively reimburse your learning and development expenses.

2.0 REVISIONS

- 2.1 Effective 1st August 2019, training programmes must commence within six (6) months from the date of training grant applications are made and training claim submissions must be made not more than six (6) months from the date the training programmes are completed.

3.0 CLOSING

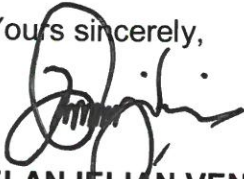
- 3.1 For clarification and assistance on these revisions, please get in touch with our Contact Centre at 1800-88-4800 or email to support@hrdf.com.my.



Thank you.

“PEOPLE, PROWESS, PROGRESS”
“Sayangi Malaysiaku”

Yours sincerely,



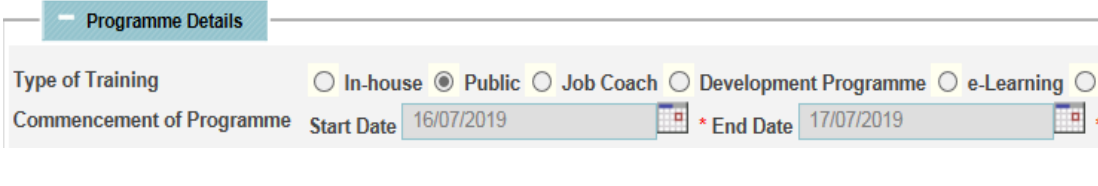
ELANJELIAN VENUGOPAL
CHIEF EXECUTIVE
HUMAN RESOURCES DEVELOPMENT FUND
KUMPULAN WANG PEMBANGUNAN SUMBER MANUSIA

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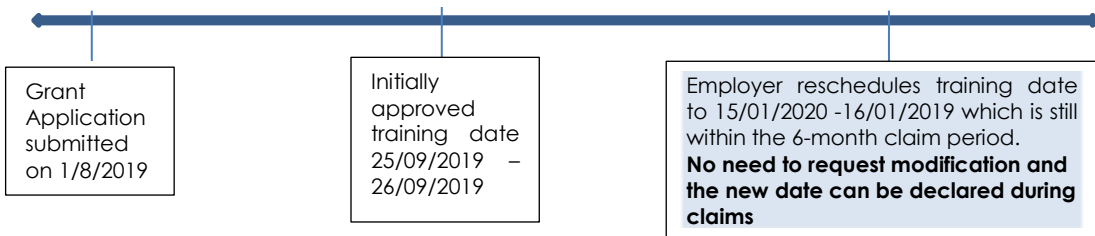
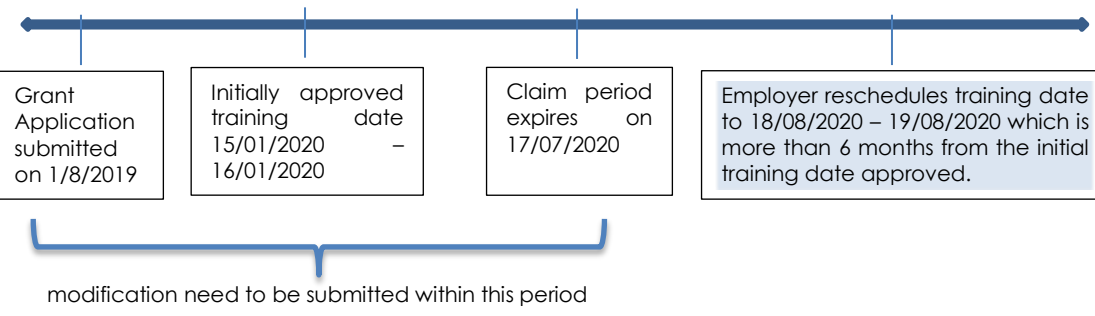
**EMPLOYERS' CIRCULAR 3/2019
(Circular on Training Due Date)**

FAQ – EMPLOYER GRANT SCHEMES APPLICATION

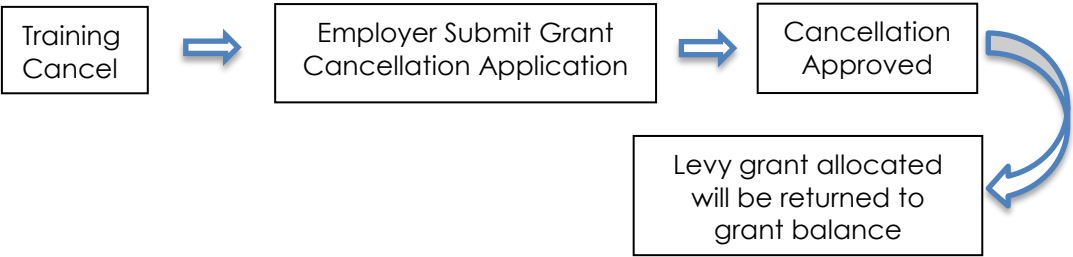

Q1:	How does the 6 month period being defined?
A1:	<p>The 6 month is being defined from the date of submission of grant application to the commencement date (start date) of the training programme. Whereas the completion dates (end date) is subject to the training period as specified in course outline.</p> <p>System will not allow the employer to key-in the commencement date if it is after 6 months from the date of grant application's submission.</p> <p>For example, if the grant application is submitted on 01/08/2019, the Start Date (Commencement Date) of training must be before 01/02/2020 regardless of HRDF's approval date.</p> 

Q2:	What should be done if the start date of the training programme at the time of grant submission is later than 6 months?
A2:	The grant submission will be based on 6 months' time frame as per Employer Circular 03/2019. However, it is employer's choice to register earlier with the training provider.

Q3:	What is the status of the grant approved before 01 August 2019 and is the approval still valid even if the commencement date is exceeding 6 months?
A3:	Yes, the grant approval made before 01 August 2019 is still valid regardless of the training date. However, any modification on the commencement date made after 01 August 2019 will be bound by the new rules.

Q4:	What are the scenarios where the approved Employer Grant application and the training date that has been postponed from the initial date?
A4:	<p><u>Postponement within 6 months claim period</u></p> <p>New training date is within claim period. Hence, no grant modification is needed. New training date can be amended during claim submission.</p> <p>For example</p>  <p><u>Postponement after the expiry of claim period (more than 6 months)</u></p> <p>If the training is postponed where the new training date is after the claim date (6 months after initial date of completion), employer needs to request for modification of grant approval. However, new training date must be within 6 months from the submission date of grant modification. The employer is allowed to apply for the modification request only once.</p> 

Q5:	What are the consequences if the employer failed to request grant modification after the end date of the claim?
A5:	Failure to submit modification within the stipulated time frame (6 months from the completion of training date) will cause the Grant approval to expire automatically and the employer will not be able to submit the claim.

Q6:	What happens to the grant approval upon the cancellation of programme?
A6:	<p>Employer is advised to submit grant cancellation. After the approval of cancellation request, the levy grant allocated for particular approval will be returned to the grant balance.</p> <p>Grant approval will automatically expire if no claims were submitted after the claim period or no cancellation request received from the employer. The allocated levy grant for that particular approval will be returned to levy grant balance.</p> <p>Scenario 1 : Cancellation request received from the employer</p>  <pre> graph LR A[Training Cancel] --> B[Employer Submit Grant Cancellation Application] B --> C[Cancellation Approved] C --> D[Levy grant allocated will be returned to grant balance] </pre> <p>Scenario 2 : No cancellation request submitted/ Claim period expired</p>  <pre> graph LR E[Claim Period Expired] --> F[Grant Application Cancelled Automatically] F --> G[Levy grant allocated will be returned to grant balance] </pre>

EMPLOYERS' CIRCULAR 3/2019
(Circular on Training/Claim Due Date)

FAQ – CLAIM SUBMISSION

Q1:	How does the 6 month period being defined?
A1:	<p>The 6-months period is effective from the completion date of training programmes and applies to all Employer Grant schemes/training programmes. However, for claims that do not involve training such as scheme ALAT, Computer Based Training system (CBT) etc.; the period shall be based on the approval date of the training grant. <u>Employers are advised to strictly adhere to the 6 months period.</u> Nevertheless, the original claim submission period of 3 months still applies to Strategic Initiative schemes.</p> <p>Example:- Training date : 18/08/2019 – 19/08/2019 Due date to claim : 19/02/2020</p>

Q2:	<p>The approved Employer Grant training programmes has been conducted under the following scenarios:</p> <ol style="list-style-type: none"> 1. In the year of 2018; 2. From 01/01/2019 to 31/07/2019; 3. Effective 01/08/2019, <p>When is the due date of claim submission?</p>
A2:	<p>The submission of claims for approved Employer Grant training programmes has been conducted under the following scenarios:</p> <ol style="list-style-type: none"> 1. In the year of 2018 – Last day of claim submission is 30/6/2019; 2. From 01/01/2019 - 31/07/2019 - Claims must be submitted by 31/12/2019; 3. Effective 01/08/2019 – All claims must be submitted within 6 months from the completion date of the training programme. <p>Example for scenario 1:- Training date : 01/03/2018 – 05/03/2018 Due date to claim : 30/06/2019</p> <p>Example for scenario 2:- Training date : 05/02/2019 – 09/02/2019 Due date to claim : 31/12/2019</p> <p>Example for scenario 3:- Training date : 18/08/2019 – 19/08/2019 Due date to claim : 19/02/2020</p> <p>Training date : 26/12/2019 – 09/01/2020 Due date to claim : 08/07/2020</p>

Q3:	How about submission of claim for Development Programme by modular under the Employer Grant?
A3:	All claims must be submitted within 6 months from the completion date of the particular development programme module.

If employers reschedule the approved training dates to the dates after the deadline of the 6-month time frame for conducting the training, can employers submit claim without modifying the grant?

Scenario 1: if the new training date is within the 6-month Grant period
Scenario 2: if the new training date is NOT within the 6-month Grant period
Scenario 3: if the new training date is NOT within the 6-month Grant & Claim period

Example of scenario 1:-
Grant application submitted : 01/07/2019
Last date to commence training : 31/12/2019
Initially approved training date : 15/08/2019 -16/08/2019
New training date : 01/09/2019 - 02/09/2019

The diagram for Scenario 1 shows a horizontal timeline with five key events marked by vertical lines and boxes below them:

- Grant Application submitted on 1/7/2019**
- Initially approved training date 15/8/2019 - 16/8/2019**
- Employer reschedules training date to 1/9/2019 - 2/9/2019 which is still within the 6-month Grant period.** (This box is highlighted in light blue)
- Last day to commence training 31/12/2019**
- Last day to submit claim 15/2/2020**

Q4: Example of scenario 2:-
New training date : 03/01/2020 - 04/01/2020 (claim submitted within 6 month period)

The diagram for Scenario 2 shows a horizontal timeline with five key events marked by vertical lines and boxes below them:

- Grant Application submitted on 1/7/2019**
- Initially approved training date 15/8/2019 - 16/8/2019**
- Last day to commence training 31/12/2019**
- Employer reschedules training date to 3/1/2020 - 4/1/2020 which is NOT within the 6-month Grant period** (This box is highlighted in light blue)
- Last day to submit claim - 15/2/2020**

Example of scenario 3:-
New training date : 01/03/2020 - 02/03/2020 (claim submitted after 6 month period)

The diagram for Scenario 3 shows a horizontal timeline with five key events marked by vertical lines and boxes below them:

- Grant Application submitted on 1/7/2019**
- Initially approved training date 15/8/2019 - 16/8/2019**
- Last day to commence training 30/12/2019**
- Last day to submit claim - 15/2/2020**
- Employer reschedules training date to 1/3/2020 - 2/3/2020 which is NOT within the 6 month Grant & Claim period** (This box is highlighted in light blue)

A4:	<p>For scenario 1 and 2, Yes, employers can submit claims without modifying the grant, but employers have to key in the actual training dates during the claim submission, provided still within the 6-month period from the initially approved training completion date. Otherwise, the claim would be queried or rejected.</p> <p>For scenario 3, employers have to apply for modification of training dates in the grant application before claim submission is made. After the modification, the 6-month period of claim submission would be based on the new completion date of training programme.</p>
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Q5:	What are the consequences if the claim is not submitted within 6 months upon the completion of training programmes?
A5:	The claim will be removed from the system.

Q6:	<p>What happen to the claims that have been queried for the training programmes conducted:</p> <ol style="list-style-type: none"> a. Before 01/08/2019? b. After 01/08/2019?
A6:	In regards to the training programmes conducted before 01/08/2019, the queries raised by Claim Unit must be accurately responded before 31/12/2019. Whereas for training programmes conducted after 01/08/2019, the queries raised must be accurately responded within 6 months from the completion date of training programme.